



Independent Examiner's Report on the Accounts

Section A

Independent Examiner's Report

Report to the trustees/members of

Charity Name

~~XXXXXXXXXXXXXXXXXXXX~~
URCHFORD SCARECROW FESTIVAL
CHARITY

On accounts for the year ended

3 0 0 6 1 7

Charity no (if any)

1 1 5 6 4 5 0

Set out on pages

NIL

(remember to include the page numbers of additional sheets)

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below*):

(1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act;
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed

Jill Halliday

Date

16th August 2017

Name

JILL HALLIDAY

Relevant professional qualification(s) or body (if any)

Address

2 THE ORCHARD
URCHFORD
DEVIZES
WILTS

Only complete if the examiner needs to highlight material problems

Give here brief details of any items that the
examiner wishes to disclose

URCHFONTS SCARECROW FESTIVAL CHARITY Registered Number 1156450

1st July 2016 - 30th June 2017

INCOME 2016/2017			EXPENDITURE 2016/2017		
<u>Festival</u>			<u>Miscellaneous</u>		
Front of House	£9,081.35		Drinks Licence	£21.00	
BBQ	£13,177.15		Cups	£54.66	
Bar	£8,860.40		Spoons/stirrers/forks/knives,etc	£7.40	
Teas	£6,112.65		Napkins/greaseproof bags	£58.74	
Ice Creams	£601.35		Storage Boxes	£48.00	
Ice Cream Cart	£822.85		Signage	£207.49	
Plants	£1,040.20		Plates	£93.40	
		£39,695.95	Kitchen/toilet roll	£6.98	
			Disposable gloves	£19.29	
			Bin liners	£55.44	
			Postage	£1.95	
			Disposable glasses/Straws	£328.75	
			Cleaning equipment/materials	£24.38	
			Stationery	£7.20	
			Photocopying	£3.00	
			Tea tent Equipment	£275.44	
			Car Park maintenance	£500.00	
			Fire extinguishers/stands etc	£93.02	
			Rubber Mats	£372.00	
			Table Lifting Sets	£53.94	
			Gas equipment safety checks	£325.00	
			Cleaning BBQ/Pie warmer/parts	£384.99	
			BBQ Foil Dishes	£50.82	
			Electricals/Maintenance	£67.90	
			Gas	£146.00	
			Insurance 2016/2017	£1,727.56	
			Thank You Gifts	£235.36	
			Scout hut rent	£887.08	
			Website domain names renewal	£79.68	
			Tea Tent & FOH Aprons	£175.20	
			Heavy Duty Bins	£44.00	
			Cable ties/Bolts, screws, etc	£27.54	
			Open Meeting	£260.34	
			Flower pots	£15.40	
			Maintenance	£46.81	
			Photocopying	£36.00	
			Facebook ads	£40.00	
				£6,781.76	
			<u>Food and Drink</u>		
			Ice cream/lollies	£438.28	
			Lemonade/water/cans	£698.22	
			Squash	£10.35	
			Tea/coffee/choc/sugar	£67.53	
			Soya Milk	£4.00	
			Meat	£2,892.00	
			Sauce/mustard	£105.40	
			Cheese slices	£127.46	
			Bread Rolls	£540.53	
			Vegi burgers	£13.50	
			Onions/Potatoes/fillings	£207.10	
			Peanuts/Crisps	£33.58	
			Beer/wine/cider/lager	£3,636.76	
			Thank you party food	£193.20	
			Thank you party drinks	£135.56	
				£9,103.47	
<u>Miscellaneous</u>					
Candles glasses 2015	£40.00				
St Michaels Project grant return	£2,115.60				
		£2,155.60			
<u>Donations</u>					
Car Parking-Air Ambulance	£288.51				
Ann Blundon	£82.00				
Middleton lemonade	£141.50				
Ice Cream Van	£115.00				
Green Farm Events Ltd	£300.00				
Urchfont Art Group	£150.00				
Celia Harrison	£20.00				
Kennet Valley Riding Club	£55.00				
		£1,152.01			

Merchandising

Pencils/badges	£933.60
Mini Scarecrow Materials	£120.64
Clip Boards	£57.00
Tea Towels	£180.00
Programme printing	£990.00

£2,281.24**Prizes**

Lucky programme	£100.00
Most correct adult	£100.00
Children's quiz	£50.00
Trophy Engraving	£24.00

£274.00**Hiring**

The Lamb Toilets	£300.00
Village Hall Toilet Cleaners	£210.00
Portaloos Cleaning	£300.00
Rubbish Collection	£300.00
Security Guard	£350.00
Wiltshire Ambulance Service	£1,200.00
Village Hall rent	£156.00
Miniskips	£140.00
Portaloos	£1,002.00

£3,958.00**Grants**

Friends & Neighbours	£400.00
Sewing Group	£150.00
Redhorn News	£693.33
Camera Club	£300.00
Urchfont PCC	£200.00
Church Flowers	£200.00
Garden Club	£150.00
Urchfont Breakfast and After School Club	£860.00
Urchfont Pre school	£450.00
Taste Wiltshire	£350.00
Old School Day Centre	£200.00
Urchfont Community Shop	£300.00
Urchfont Toddlers	£104.00
Redhone Community Trust	£3,000.00
USPA	£1,500.00
Urchfont Primary School	£500.00
Friends of St Michaels	£500.00
Friends of Urchfont Ducks	£80.00
Urchfont with Stert Mothers Union	£100.00
Urchfont Defibrillator	£500.00
Urchfont Village Hall	£1,034.40
Redhorn Team St Michaels Church	£300.00
EMLU Link	£180.00

£12,051.73**Donations**

Wilts. Bobby Van Trust	£250.00
Wiltshire Air Ambulance	£3,288.51

£3,538.51**TOTAL****£43,003.56****TOTAL****£37,988.71**

Opening Balance 01/07/16	£29,571.72
Income	£43,003.56
Expenditure	-£37,988.71
Closing Balance 30/06/17	£34,586.57

I have examined these accounts with the papers made available to me and found them to be correct

Signed Jill Halliday Dated 8th August 2017



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month JULY	Year 2016		Day 30	Month JUNE	Year 2017

Section A Reference and administration details

Charity name Urchfont Scarecrow Festival Charity

Other names charity is known by

Registered charity number (if any) 1156450

Charity's principal address Church Farm House,
Peppercombe Lane,
Urchfont, Wiltshire

Postcode SN10 4QR

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Robert Pendry	Chairman		
2	Jean Thomas	Treasurer		
3	Samantha Everett	Secretary		
4	Sue Giddings			
5	Anthony Giddings			
6	Rosamund Pendry			
7	Frances Wood			
8	Anthea Donald			
9	William Donald			
10	Claire Harding			
11	John Watson			
12	Sally Stephens			
13	Claire Charlesworth			
14	Alistair Everett			
15				
16				
17				
18				
19				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Independent Examiner	Jill Halliday	2 The Orchard, Urchfont, Wiltshire SN10 4QX
Bank	Lloyds Bank plc	38 Market Place, Devizes, Wiltshire

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution dated 17th March 2014. This Constitution replaced the 2010 Trust Deed of the former USFC charity (1134629). The deposit funds and all other assets of the former charity have been transferred to the new CIO charity.

How the charity is constituted
(eg. trust, association, company)

Charitable Incorporated Organisation (CIO)

Trustee selection methods
(eg. appointed by, elected by)

Applications to become a Trustee are considered at a committee meeting and successful applicants are appointed by the current Trustees. Charity Officers as elected by the Trustees at the AGM with existing Officers continuing in the absence of the need for an election.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

All Trustees sit on a committee which meets approximately once a month except for a break during the summer months. An AGM is held within 4 months after the end of the Festival event. A Chairman, Treasurer and Secretary are elected from the Trustees. Minutes are taken at all meetings. Trustees are usually allocated a specific area of responsibility which relates to a particular aspect of the Festival, such as organising the production of the event programmes, dealing with publicity or supervising the car parking arrangements. Trustees report back to the committee at our monthly meetings.

All Trustees give their time voluntarily and receive no remuneration or other benefits.

The Scarecrow Festival is a 3 day event which takes place over the first Bank Holiday weekend in May each year. The Festival is the source of our funds from which we make our charitable grants and donations. Money is raised from the sale of programmes/quiz sheets and the sale of food, drinks and other Festival related items.

The Festival requires significant involvement from other members of the community and we have approximately 200 volunteers who assist with activities such as helping to erect tents and marquees, setting out seating areas, selling programmes, working on the bar or selling ice creams, tea or hot dogs. Most volunteers give between 2 and 4 hours of their time over the 3 day period with specific tasks allocated to them on the basis of a rota prepared by one of the Trustees.

In addition several volunteers offer extra assistance in the period leading up to the Festival by helping to organise specific aspects of the event, for example we have a car parking sub-committee which includes a number of non-Trustee volunteers.

Many local people bake cakes for sale in the tea tent which also makes a very significant contribution to the success of the Festival.

In addition 50 or so households in Urchfont village make the scarecrows which are the main focus of the event. We are grateful to all the volunteers, cake makers and scarecrow producers without whom the Urchfont Festival would not exist.

We are also particularly grateful to the local farmers who provided space for car parking. Their assistance and support is invaluable.

There are two major risks.

The first risk is that our fundraising activities will not cover our expenditure and that we will make a loss. To guard against this we are cautious with our expenditure and plan carefully. Furthermore we hold a financial reserve each year which is sufficient to cover the costs of the next year's event. In this way, even if we make a significant loss one year, due for example to bad weather which results in low attendance or cancellation of the Festival, we will have sufficient funds to cover the overhead costs of the event.

The other main risk is the risk of an accident or injury to a member of the public, a volunteer or a Trustee. We take health and safety issues extremely seriously. Identified risks include food poisoning, fire or explosion, people slipping or tripping on the scarecrow trail or around the village pond, or injuries caused by vehicles in the village.

Several weeks in advance of the Festival we carry out a full Health and Safety Risk Assessment, the results of which are circulated to all the Trustees and action taken where necessary.

We are aware of food hygiene issues and the tea tent and BBQ are supervised at all times by either a Trustee or appointed supervisor.

During the Festival we use signage around the village to warn of any major hazards.

We have attendants at the car parking areas to direct traffic flow and guide people towards parking spaces. The car parking is under the supervision of at least one Trustee who is assisted by a number of experienced volunteers.

If required we use traffic marshals to direct pedestrians and cars in congested areas within the village and we designate and signpost pedestrian routes to and from the car parks to minimise contact between cars and visitors.

Professional medical assistance personnel are in attendance for the entire 3 days of the Festival which is covered at our cost.

We have Public Liability Insurance with cover of £10m.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the Urchfont Scarecrow Festival Charity are to further such charitable purposes as the Trustees in their absolute discretion may from time to time decide including the preservation and protection of good health, the advancement of education, the advancement of religion and other charitable purposes for the benefit of the inhabitants of the Parish of Urchfont in Wiltshire, primarily but not exclusively by the provision of grants.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The Public Benefit activities of Urchfont Scarecrow Festival Charity are the making of charitable grants and donations to many local organisations. We ensure that a wide range of local groups receive funding in order that all sections of the community benefit from the Charity.

We confirm that the Trustees have at all times regard to the guidance issued by the Charity Commission on public benefit in exercising our powers and duties.

Grants are only made if the funds are to be used for wholly charitable purposes and provided that the public benefit requirement is met in each case.

The 2017 Scarecrow event raised a total of £43,003.56

The expenditure for the year was £37,988.71

From the profit made on this year's event and on the basis of a pre-existing opening reserve, we made charitable donations of £15,590.24

25 local groups and organisations have received grants or donations.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Local groups and organisations are encouraged to apply for a donation prior to the annual Scarecrow Festival and our decisions on the allocation of funds are taken soon after the event.

For the distribution of donations our discretion is exercised with a view to maximising the overall charitable benefit within the community and to ensure that a wide range of local groups receive some funding.

Our guiding principle is that any grant or donation must fulfil at least one of our key charitable objectives.

We require recipients to report back to us to confirm how the grant received by them was spent.

We have 3 additional principles:-

- 1 Self reliance. The groups requesting donations should have undertaken some of their own funding activities.
- 2 Support. We would expect at least some members of each of the applying groups to volunteer to assist with the Scarecrow Festival.
- 3 Capital items. We will not usually make donations to cover day to day running costs. Groups should be able to cover their own overheads. Funding will be considered, for example, to assist with a particular project or for the purchase of equipment or other capital items.

We invest in equipment required by the Urchfont Scarecrow Festival Charity for the effective and efficient organisation of future Festivals.

Summary of the main achievements of the charity during the year

Summary of achievements

The 2017 Scarecrow Festival was a success, both in terms of the funds raised for charitable purposes but also in respect of the enjoyment of the members of the local community and other visitors to the event.

Income from the Festival (including donations) of **£43,003.56**

Donations made by USFC of **£15,590.24**

Reserves on 30th June 2017 in Lloyds Bank of **£34,586.57**

The following **25 groups or organisations** have or will receive donations from the 2016 Urchfont Scarecrow Festival event:-.

Urchfont Breakfast & After School Club
 Camera Club
 EMLU
 Friends & Neighbours
 Friends of St Michael's
 Friends of Urchfont Ducks
 Old School Day Centre
 Redhone Community Trust
 Redhorn News
 Redhorn Team St Michael's Church
 Sewing Group
 Taste Wiltshire
 Urchfont Community Shop
 Urchfont Church Flowers
 Urchfont Defibrillator
 Urchfont Garden Club
 Urchfont PCC
 Urchfont Pre-School
 Urchfont Primary School
 Urchfont School Parents Association
 Urchfont Toddlers Group
 Urchfont Village Hall
 Urchfont with Stert Mothers' Union
 Wiltshire Air Ambulance
 Wiltshire Bobby Van Trust

We believe that these donations will bring real practical benefits to the local community and will fulfil the charitable and public benefit objectives of the Urchfont Scarecrow Festival Charity.

Section E

Financial review

Brief statement of the charity's policy on reserves

We have calculated that we require at least £10,000 in order to purchase the items in readiness for next year's Festival. At the beginning of the 2016/2017 financial year we were holding a reserve of £29,571.72 and the closing balance on 30th June 2017 was £34,586.57. The reserve is held on deposit in the Charity's bank account with Lloyds Bank plc.

We will not hold an unnecessarily high level of reserve funds but will continue to hold a sum which should be more than sufficient to cover the overhead costs of next year's Festival.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

This report has explained our principal source of funding, highlighted our main organisational arrangements, listed the groups which have benefitted from our fund raising activities, confirmed that those donations fulfilled our key objectives, and referred to our policy of managing our finances and resources to provide a sound foundation to meet our charitable aims and to ensure the future continuance of the Charity for the benefit of the local community.

Section F

Other optional information

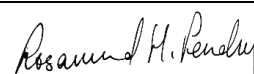
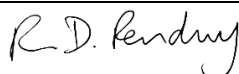
Section G

Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

ROBERT DUNSDON PENDRY

ROSAMUND HELEN PENDRY

Position (eg Secretary, Chair, etc)

CHAIRMAN

SECRETARY

Date

16 JANUARY 2018